

ARS-425 AUTHORIZATION TO APPLY FOR AND USE FUNDS FROM OUTSIDE SOURCES
Supplement to ARIS On-Line Manual
Chapter 14C

ARS-425 ONLY - NEVER REQUIRES AN AD-421 Annual Research Progress Report

An ARS425 is a three-step process.

First in the process: Proposal

- A 425 is created in ARIS before the proposal for Funds from Outside Sources is sent to the funding source or granting institution.
- The created and approved 425 resides in the ARIS database with a STATUS of "pending."
- A hard copy of the proposal going to the funding source or granting institution is to be sent to the Area Program Analyst through your Location Administrative Officer.

Second in the process: Tracking and Updating

- Keep track of the proposal status.
- When you find out whether the proposal is awarded, funded, or unfunded, let your Location Administrative Officer know and update the 425 in ARIS.
- If funded to ARS for greater than \$25,000, add the 416/417.
- If Unfunded, let your Location Administrative Officer know and update the 425 in ARIS.
- If Awarded, No Funds to ARS, let your Location Administrative Officer know and update the 425 in ARIS.

Third in the process: Terminating

- Keep track of the "awarded or funded" project so that you know when it is completed.
 - When the project is completed, notify your Location Administrative Officer and terminate the 425 in ARIS.
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Types

TRUST

FUNDS PROVIDED IN ADVANCE TO ARS
for work to be performed.

TRUST

FUNDS PROVIDED IN ADVANCE TO ARS
CRADA - Conduct cooperative technology
transfer activities (product).

REIMBURSABLE

FUNDS to ARS IN ARREARS
for ARS's costs incurred
under project.

REIMBURSABLE

FUNDS UP FRONT to ARS
for Agency to Agency agreements
e.g., FGIS to ARS, DOE to ARS

REIMBURSABLE
NO FUNDS to ARS
ARS scientist Co-PI
Funds administered by University

Result of MUTUAL cooperation between ARS and the funding source, agreement requires whereas clauses and a 3-part budget.

Result of funding awarded after research proposals meet funding source criteria, agreement does not require whereas clauses. Examples: NRI-CGP, Indiana Soybean Development Council, ISOPB, National Pork Board.

Again, if the Source of Funds is paying for the research 'up front' before the research is actually accomplished, the agreement is a Trust.
If the Source of Funds is 'invoiced' or makes payment for the research after it's accomplished, the agreement is a Reimbursable.

When funds are received from an outside source for TRAVEL ONLY, an ARS-425 is not needed. An AD-202, Travel Authorization, and an 'in-kind' acceptance letter are required.

SOURCE OF FUNDS

IF funds will be received by ARS, WHO is the SOURCE on the 'check'?
If the 'check' will say "University of Minnesota", that is the SOURCE.
If the 'check' will say "Consortium for Plant Biotechnology", that is the SOURCE.

IF no funds will be received by ARS, the SOURCE will be the organization that receives the funds. Or ask, from whom will the scientist have access to funds?

425 Helps

For No Funds to ARS 425

Purpose of Funds	4 = Research-NO FUNDS to ARS
Type of Agreement:	R Reimbursable
IPSC:	Leave blank
How are Funds to be Used?	ALL zero
Work to be Performed:	I Inhouse
Performing Org:	Leave blank

If you have funds going to RSA and SCA:

List RSA funds under the field "RSA"
List the SCA funds under the field "Other"
Work to be Performed: B (Both) Inhouse & Extramural

Outside funds coming into ARS can GO OUT ONLY through a Research Support Agreement or Specific Cooperative Agreement.

If CRADA, and incoming funds >\$25,000:

Add 416/417 upfront when submitting action. MUST complete field: "Value of owned or Controlled ARS Buildings & Land Utilized," which is the cost of the use of building and/or land that is borne by each project. ARS can either ask the outside party to pay its fair share of those costs or ARS can consider those costs to be an in-kind contribution. In either case, those costs must

be considered in developing a budget.

- **First** - estimate the percentage of ARS owned or controlled buildings and/or land to be used when performing the research/service.
- **Second** - find the amount budgeted for land and structures (Object Class 3200 on the approved ARMP) on the project associated with the research/service.
- **Third** - multiply the amount budgeted for buildings and land by the estimated percentage. This is the result to be entered. This amount is not part of "How are Funds to be Used," and is not to be calculated in the "Total Proposed Amount."

If Trust or Reimbursable, and incoming funds > \$25,000,

Submit 425 ONLY; when notified of awarded funds, ADD the 416/417 immediately.

To extend time or add funds to 425

Create a Work Record from the Active.

Modify fields in Work Record as needed to assure the ARS-425 matches the Agreement.

Add funds to fields in the How are Funds to be Used section.

Forward to Area Level.

Continuation of 425 when funds <25,000 or >25,000

Proposal submitted by scientist to funding source to receive more funds for **on-going** project must be documented with a new 425. This is the proposal stage. If funded, funds are then added to Active 425 of on-going project and Pending 425 is marked Unfunded.

Start Date and Term Date

Dates on executed agreement.

Award Date

Date on executed Agreement last signed by authorized official.

Agreement Number

Added at Area but required before record becomes Active.

IPSC

Reference Table can identify if IPSC is

- (1) Never Waived;
- (2) Always Waived, or
- (3) Can Request Waiver

FORM NUMBER: 425 FIELD NAME: IPSC - Indirect Program Support Costs

INFORMATION: Data from the reference table to identify if IPSC is taken/waived automatically or if a request for waiver can be made to BPMS.

FORM NUMBER: 425 FIELD NAME: Requesting IPSC waiver

INFORMATION: Enter a Y=yes or N=no. If Y entered, enter why you are requesting waiver. BPMS will use this information to approve/disapprove the request. Be concise and explicit describing the reason.

WAIVER REQUESTS

If a request is made within the ARS-425 to waive IPSC, and the request meets the waiver criteria, the waiver will be approved.

If the waiver request does not meet the waiver criteria, the waiver request field in the ARS-425 is marked 'no' or denied.

Contact the Area Program Analyst if the waiver is re-requested with additional information.

Contact the Area Program Analyst if a waiver request is made for a source for which IPSC is Never Waived in ARIS.

Figuring Indirect Research Costs for Proposal Budget Sheets

11.11% net goes on Indirect Costs line

To clarify:

If total from Total Direct Costs Line is \$200,000, multiply \$200,000 times 11.11%.

Result is \$22,220 and goes on Indirect Costs line.

Add together the \$200,000 and the \$22,220.

Result is \$222,220 and goes on Total Amount of Request line.

Documentation

Documentation should allow Extramural Agreements Specialist to process the agreement.

Documentation should allow Program Analyst to process the ARIS action. Program Analyst checks the ARIS action against the documentation, looks particularly at the budget sheets to see how the incoming funds will be spent, if any funds will go into a RSA, a SCA or will be used to hire an ARS employee.

Essential that the scientist knows and explains how the funds are to be used and correctly prepares the budget sheets and budget justification.

Amending Funds on ARS-425

How are Funds to be Used section. Print a copy of Active for record of dollar amounts in How are Funds to be Used section.

Example:

\$25,000 was originally entered into Supplies, but in the funded proposal only \$15,000 will be received for Supplies. So, calculate the amount to be subtracted from the Supplies field and enter that amount as a minus in the field.

Old Amount	New Amount	Minus Amount
\$25,000	\$15,000	-10,000

Funds Posted

Only funds posted are required to move a 425 Only from Pending to Active.

ABFO receives a check

- Creates work record for the 416/417 w/425 or 425

- Modifies fields

- Adds Fund Commitment

- Approves record and Fund Commitment

416/417/w425 or 425 is sent to NPS

Fund Commitment is sent to BPMS

- BPMS must collect and approve Fund Commitments before they go to the official file

Check Status - 425 Budget to look at any Fund Commitments to determine the status.

If status is BPMS approved, the next day the record will be in the official file.

The first time funds are posted, the action, adding Fund Commitment, goes to Area Level and the Area Program Analyst approves record.

Subsequent postings by the ABFO bypass Area Level and go directly to BPMS.

If ABFO makes additional changes, e.g., Term Date or to other predefined fields, these actions go to Area Level and the Area Program Analyst approves record.